

## PR005-Receiving Office

The screenshot shows a window titled "Receiving Office Codes Maintenance Screen (PR005)". Inside the window is a form with the following fields and values:

- RECEIVING OFFICE CODE: A1001
- NAME: NOAA RECEIVING POINT - A1001
- ADDRESS: PERRY DRIVE
- ADDRESS: (empty field)
- ADDRESS: (empty field)
- CITY: GAITHERSBURG
- STATE: MD
- ZIP: 44444
- COUNTRY: US
- ☒ ACTIVE
- DATE: 30-DEC-1998

At the bottom of the form are two buttons: "PREV" and "CANCEL".

### Introduction

This procedure describes how to set up and maintain the addresses where goods should be shipped and/or services should be performed. This is the only screen where public ship-to addresses may be created by procurement personnel. The data entered will appear within the list of values of receiving office addresses on the purchase request and purchase order screens. Private ship-to addresses can only be created on the purchase request and purchase order screen and are only available for use by the creator. This information is entered via the CSPS "Receiving Office Codes Maintenance Screen" (PR005).

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>RECEIVING OFFICE CODE</b>	This field lists the office code for the receiving office address (ie., ship-to-address).	Derived	System generated	Y	N
<b>NAME</b>	This field lists the name of the receiving office point.	Derived	System generated	Y	N
<b>ADDRESS</b>	This field lists the address of the receiving office point.	Derived	System generated	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ADDRESS</b>	This field lists additional address information of the receiving office point.	Derived	System generated	Y	N
<b>ADDRESS</b>	This field lists additional address information of the receiving office point.	Derived	System generated	Y	N
<b>CITY</b>	This field lists the city in which the receiving office point is located.	Derived	System generated	Y	N
<b>STATE</b>	This field lists the state of the receiving office point.	Derived	System generated	Y	N
<b>ZIP</b>	This field lists the city of the receiving office point.	Derived	System generated	Y	N
<b>COUNTRY</b>	This field lists the country of the receiving office point.	Derived	System generated	Y	N
<b>ACTIVE</b>	This check box displays that the entered/viewed receiving office code is active.	Derived	System generated	N	N
<b>DATE</b>	This field lists the date that the address was created and activated.	Derived	System generated	Y	N
<b>PREV</b>	Selecting this pushbutton returns the user to the previous page.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A